

**Air Force Inspection Agency  
Health Services Inspections  
JUMPSEATER Program  
Frequently asked questions**

Thank you for your interest in the Air Force Inspection Agency (AFIA) Health Services Inspection (HSI) “Jumpseater” program. The following outline answers the frequently asked questions about the program.

**1. What is a jumpseater?** An individual who “shadows” an inspector during a Health Services Inspection (HSI). In most cases, the medical unit will elect to send a jumpseater to help the unit prepare for upcoming inspections. As a jumpseater, you may observe any conferences and the formal feedback sessions between the unit and the AFIA/JCAHO team. However, to observe means exactly that. Jumpseaters may not make any comments during the interviews. Additionally, due to the sensitive nature of discussions, jumpseaters will not be allowed to attend the end-of-day AFIA/JCAHO crosstalk and report generation periods. The jumpseater program ends at the conclusion of the final outbrief. Both Active Duty (AD) and Air Reserve Component (ARC) medical personnel are eligible to participate. For ARC personnel, requests can be made through the ARC scheduler.

**2. How far in advance of an inspection should a unit send a jumpseater?** Please note that there is no REQUIREMENT for a medical unit to send a jumpseater prior to an inspection. Nor is there a known correlation between participating in the jumpseater program and future HSI/JCAHO scores. AD MTFs are subject to inspection under the Sustained Performance Odyssey (SPO) concept. Since these inspections are unannounced and can occur anytime between 12 –48 months from the date of the last inspection, it’s difficult to predict the best timeframe. However, a good planning timeframe would be 24-36 months from the last inspection. ARC medical units are scheduled for HSIs every 4 years and generally know a specific date approximately 90 days in advance. For these units, we recommend a planning timeframe of 6-12 months in advance. If the ARC inspection date is less than 6 months, the request for a jumpeater will be denied.

**3. How are jumpseaters selected?** Typically, units will select an individual to participate as a jumpseater. The number of jumpseaters allowed varies from inspection to inspection. New inspectors requiring on-the-job training, the size and composition of the team, and permission of the commander (of the active duty unit being inspected) all are considered prior to selection of jumpseaters.

**4. If I apply to participate as a jumpseater, will I be guaranteed a chance to observe an inspection?** No. AFIA mission and training requirements take first priority. Additionally, jumpseaters are guests of the inspected unit’s commander. For active duty units, the commander must approve each jumpseater. Also, the number of jumpseaters per inspection is limited, and there may be several requests to fill prior to being able to schedule/approve yours. Please note that we prefer only one jumpseater per active duty MTF per HSI inspection. For ARC units, 2 jumpseaters per unit per year are allowed.

**5. My unit wants me to observe an inspection. What size medical unit would be best for learning opportunities.** For the most part, observing an inspection at a similar sized unit or with a similar mission is the ideal although all units are inspected to the same standards. We will try to match you with a similar sized unit whenever possible.

**6. Are there opportunities to participate as a jumpseater if my unit is not being inspected?** Yes! If you want to learn more about the inspection process, or if you are considering a future assignment at AFIA, observing an inspection will likely be a rewarding experience for you.

**7. How do I apply?** We will need the following information from your MTF commander via email or official memorandum:

- FULL NAME OF MEMBER(S) WISHING TO PARTICIPATE
- SSAN(S)
- AFSC(S)
- SECURITY CLEARANCE(S)
- CONTACT INFORMATION (PHONE, FAX, OFFICE SYMBOL, EMAIL)
- STATEMENT THAT UNIT WILL FUND ALL COSTS ASSOCIATED WITH THE TDY
- STATEMENT THAT MEMBER IS NOT ON THE WEIGHT MANAGEMENT PROGRAM AND THAT HE/SHE MEETS ALL APPLICABLE AIR FORCE STANDARDS

We also need to know what your particular training needs are and what areas you are specifically interested in observing.

**8. How will I know if I'm selected to participate?** AFIA will forward a confirmation letter to you identifying the inspection for which you've been approved. You will then need to contact the trip coordinator for that inspection to arrange final details.